How to Register Your CAC

Print the Instructions Before You Start

It is STRONGLY recommended that you print these instructions before proceeding. You may wish to use the printer-friendly [PDF](#) version. Please take the time to review the instructions before attempting to register your CAC.

YOU MUST HAVE A 128-BIT ENCRYPTION ENABLED WEB BROWSER (DOMESTIC) TO REGISTER YOUR CAC.

What is a CAC?

CACs, or Common Access Cards, are electronic identity cards that store certificates to help ensure that individuals are who they say they are. Soon, all DoD personnel will be issued their CACs for use in accessing web sites and sending e-mail. Registering your CAC will allow you to send encrypted and digitally signed e-mails, and sign in to AKO and other DoD web sites. The following instructions enable both your web browser and AKO to accept the certificates on your CAC so that you can use your CAC and private PIN to sign in to AKO.

Overview of the CAC Login Process at AKO

The CAC registration and sign-in process consists of three steps:

A) Registering your CAC certificates (ID, Email Encryption, and Email Signature) with your web browser.
B) Registering the ID certificate from your CAC with AKO.
C) Logging into AKO with the ID certificate from your CAC.

These instructions will guide you through this three step process.

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Part A: Register with your web browser

Step 1

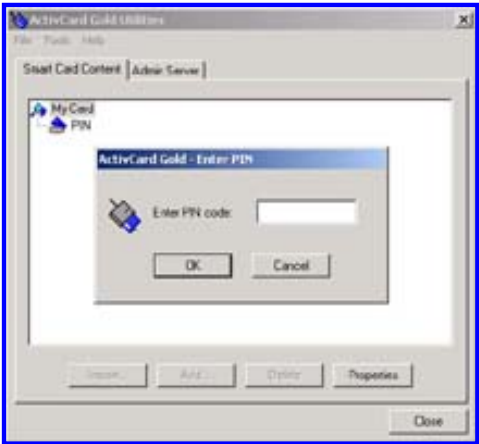Insert your CAC into the smart-card reader.

Double-click the CAC icon in the system tray (located on the taskbar at the bottom right of your screen).

Step 2

Enter your PIN when prompted.

(NOTE: If you enter your PIN incorrectly 3 times, your CAC card will become locked and you will need to go to your CAC issuer's office to get it unlocked)

Step 3

The smart-card utilities window will appear once your PIN has been verified. Go to the Tools menu and click on "Register Certificates...".

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Part A: Register with your web browser

Step 4

You will be prompted that you are registering your certificates with your web browser, and asked if you wish to continue. Click "Yes".

This will register the ID, Email Encryption, and Email Signature certificates associated with your CAC.
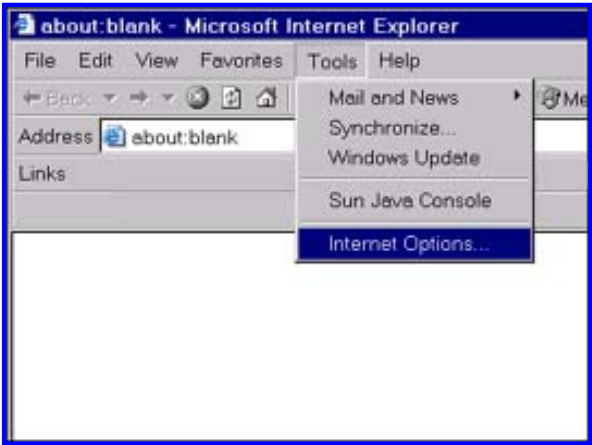
Note that this will NOT share your private key.

Step 5

Click "OK" when you are told the certificates have been installed.

Step 6

To verify that your certificates have been registered with your browser, open up your web browser. Go to the Tools menu and open up Internet Options.
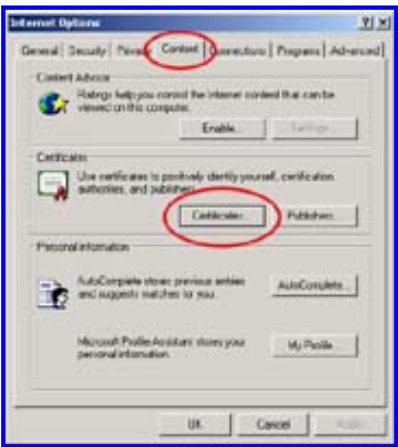

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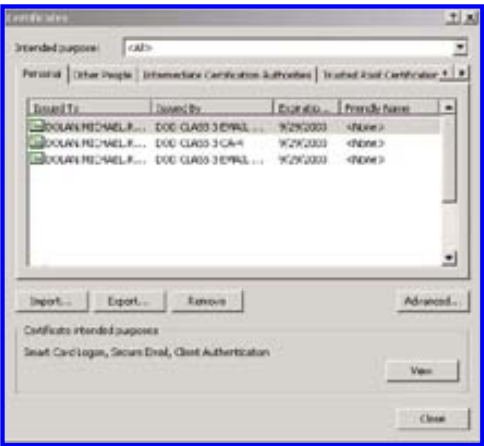
Part A: Register with your web browser

Step 7

Go to the tab labeled "Content" and click on the "Certificates..." button.

Step 8

A window will open, and you should see a list of available certificates under the tab labeled "Personal". The certificates associated with your CAC will be labeled by your CAC username (LAST.FIRST.MI.XXXXXXXXXX).

There should be exactly one ID certificate and two Email certificates (Encryption and Signature). Note that the "Issued By" column identifies the Email certificates with the word "EMAIL", but does NOT include the word "ID" for the ID certificate.

Step 9

You have successfully registered your CAC certificates with your web browser. Please close the browser window and click next to follow the instructions for registering your CAC with AKO (Army Knowledge Online).

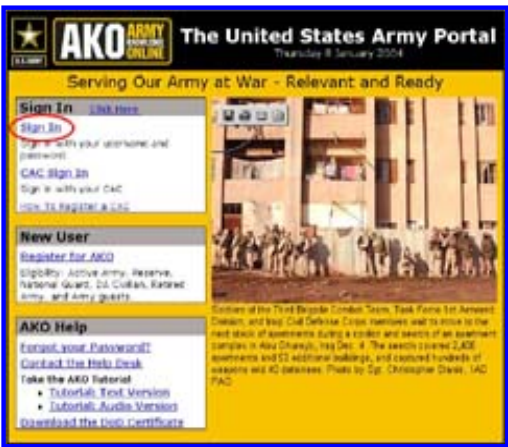---

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Part B: Register with AKO

Step 1

Open the AKO home page: **https://www.us.army.mil**

Sign into AKO with your AKO username and password using the "Sign In" link (NOT the "CAC Sign In" link).


Step 2

Once you have signed into AKO, click on the "Register My CAC ID" link located on the navigation bar on the lefthand side.

Step 3

You will be prompted to select a certificate. There may be several certificates available; select the ID certificate from your CAC (identified by your CAC username: LAST.FIRST.MI.XXXXXXXXXX). You may be prompted to enter your PIN.

If you don't see any certificates, return to Part A and verify that your certificates are registered with your web browser.
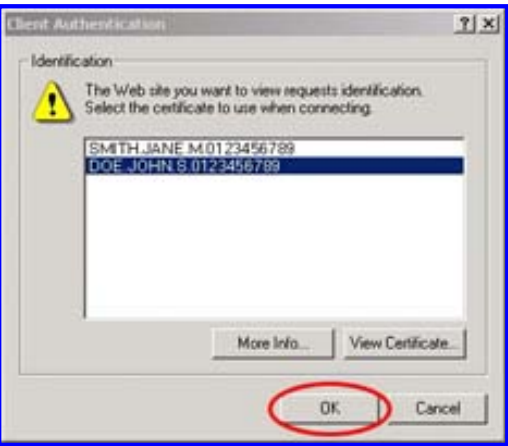
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Part B: Register with AKO

Step 4

You will receive a message telling you that the ID certificate from your CAC has been registered with AKO. Please print this screen for your records.

If you receive an error message and believe you may have selected the wrong certificate, you will need to log out of AKO, sign in again and select the correct certificate.

For further assistance, please contact the AKO Help Desk at **help@us.army.mil**.

Step 5

You have successfully registered your CAC with AKO (Army Knowledge Online). Please log out of AKO and click **next** to follow the instructions for logging in to AKO using your CAC.

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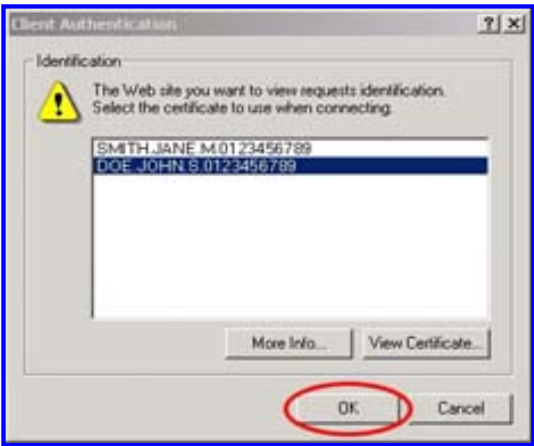
Part C: CAC Login to AKO

Step 1

Now you can open the **AKO homepage** and use "CAC Sign In" to sign in using your CAC.

Step 2

You will be prompted for the ID certificate from your CAC. Make sure that you select the same certificate that you selected when you registered in Part B (identified by your CAC username: LAST.FIRST.MI.XXXXXXXXXX).

Step 3

Validate that you have performed a CAC sign-in. You can do this by looking at the login message in the upper right-hand corner of the AKO homepage. The message should read:

"<your AKO user id> is logged in via CAC"